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From the Director's Office

Aloha Kākou,

We are able to secure \$125 million for the month of September before the federal year-end. Congratulations to the principal investigators who were granted these distinguished awards. This concluded the University of Hawaii's total awards for the first quarter at \$ 202.7 million.

The ORS staff had a very busy quarter, not only to meet the tight sponsor deadlines during the federal year-end, but also working tirelessly on *myGRANT* implementation. We are doing our best to communicate with the research community through our newsletter, announcements, informational sessions and training sessions, so please continue to check our website for updated information on *myGRANT*.

Thank you to all who have provided us with valuable feedback on *myGRANT*. We have received much positive feedback from the principal investigators who appreciate what ORS has done thus far. These encouraging words have provided additional energy for ORS staff to continue moving forward. In the meantime, we are listening to concerns, especially regarding National Science Foundation (NSF) and NASA applications, and ORS will continue to strive for the most efficient process. Since *myGRANT* information impacts the greater UH research community at our 10 campuses, to make sure no one is left out, we will continue to use ORS newsletters and announcements to communicate *myGRANT* updates, as these reach larger audiences in a faster period of time. Please assist us by keeping up to date with our newsletters and announcements. If you have any specific questions, please e-mail the ORS Helpline (helpline@ors.hawaii.edu). Your cooperation is very much appreciated during this trying time.

Once more we urgently ask principal investigators who are going to submit proposals in next two (2) months, to notify us as soon as possible. This will help the ORS Pre-Award Specialists to proactively assist you with the new system. See the link to advance notification on our web site: <http://www.ors.hawaii.edu/index.php/advance-notification>.

Happy Discovery!

Mahalo,
Yaa-Yin Fong, Director

Accelerating Spending of Remaining Funds from the American Recovery and Reinvestment Act (ARRA) for Discretionary Grant Programs

In order to ensure that remaining American Recovery and Reinvestment Act (ARRA) balances are spent in an expeditious fashion, the Office of Management and Budget (OMB) recently issued Memorandum 11-34 to federal agencies. (See complete memorandum at http://www.whitehouse.gov/omb/memoranda_default/.) Federal agencies are directed to take steps to complete all ARRA funded projects by **September 30, 2013**. While federal agencies may request waivers from the deadline due to compelling legal, policy or operational challenges, such waivers will be granted on a very limited basis. Federal agencies must submit all proposed waivers to OMB for review and approval by **September 30, 2012**. Any waiver requests must be made directly by the head of the federal agency. In addition, federal agencies are instructed to revise the terms of ARRA discretionary grant agreements to the extent permitted by law, to provide for reclamation of funds that remain unspent after September 30, 2013, absent a waiver issued by OMB pursuant to this memorandum.

Based upon these directives, we strongly advise you to plan and complete your ARRA projects based upon the original award end date and notify your federal agency as soon as possible of any anticipated delays. Specific federal agency instructions for meeting OMB's spending directives will be disseminated when it becomes available.

If you have any questions regarding spending on ARRA projects, please contact Dawn Kim, Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

Clarification on Federal Funding Accountability and Transparency Act (FFATA) Language in Award Notices For National Institutes of Health (NIH) Grants and Cooperative Agreements

As a reminder, Federal Funding Accountability and Transparency Act (FFATA) reporting on subawards applies to prime grants and cooperative agreements made on or after October 1, 2010. Although the National Institutes of Health (NIH) references the Transparency Act reporting requirements on all Notice of Awards issued on or after October 22, 2010, recipients of NIH grants and cooperative agreement awards are subject to FFATA reporting only when they receive New NIH (Type 1) awards issued on or after October 1, 2010. A new award can be identified by the "1" appearing as the first digit in the award number (e.g., 1R01CA987654). In accordance with available OMB guidance, this requirement currently does not apply to NIH Type 2, Type 3, Type 5 or other awards issued on or after October 1, 2010, though this may change in the future.

To date, ORS has included the FFATA language in Award Notices for all NIH awards that reference the Transparency Act. Based upon this additional clarification, effective immediately, ORS will only include the FFATA language in our Award Notice if it meets the specific requirements noted above. When OMB guidance is provided to expand the applicability beyond just New (Type 1) awards, ORS will notify you of this change and revise our procedures accordingly.

For additional information refer to the following websites:

- <http://grants.nih.gov/grants/policy/awardconditions.htm> - Award Conditions and Information
- http://grants.nih.gov/grants/public_accountability/ffata_faqs.htm - FFATA - FAQs
- <http://www.ors.hawaii.edu/index.php/ffata> - ORS FFATA Guidance

If you have any questions regarding NIH FFATA reporting requirements, please contact Dawn Kim, Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

Is Your Data Safe When Someone Leaves Your Lab?

Excerpt from article published in the Office of Research Integrity Newsletter: June 2011 vol. 19, no. 3

While most departures are anticipated and represent positive transitions, some lab members leave under less-than-favorable circumstances. To avoid jeopardizing the integrity of research data, every lab should develop and be prepared to enforce policies and procedures governing the handling of data during the transition of a lab member's departure. These should be part of every lab's general data handling policies and procedures and should be communicated whenever personnel join the lab.

For a list of items to include in your lab's data handling transition policy, please refer to the complete article on the U.S. Department of Health and Human Services, Office of Research Integrity website at http://ori.hhs.gov/documents/newsletters/vol19_no3.pdf.

Any questions please contact Renee Harada, Office of the Vice Chancellor for Research and Graduate Education, at reneeh@hawaii.edu or (808) 956-5909.

New Procedure for State of Hawaii and Internal Revenue Service (IRS) Tax Clearances

Effective July 1, 2011, the State of Hawaii has moved to an online system to process tax clearances. The site is the Hawai'i Compliance Express (HCE): <https://vendors.ehawaii.gov/hce/splash/welcome.html>.

At this site, vendors must sign up for an account and pay an annual \$12.00 registration fee. After registering, vendors may make a request for the HCE certificate, "Certificate of Vendor Compliance," which is a printable electronic certificate to be substituted for a tax clearance, labor certificate, and a Certificate of Good Standing.

According to the website, it can take a newly registered vendor anywhere from 5-10 business days to receive their true compliant status. The following instructions are instructions from the website for vendor registration:

Go to Hawaii Compliance Express (<http://vendors.ehawaii.gov>). Follow the steps below to register:

1. Login using your HCE account (Click on 'Create an Account' link if you do not have an HCE account)
2. You will be directed to the vendor main page
3. Click on 'Start a new Registration'
4. Complete on-line questionnaire
5. Review Data. Use the 'Edit' link of the section to make changes
6. Electronically sign application to certify
7. Follow payment processing on-screen instructions
8. View/Print/Submit IRS 8821 form
9. Review application status and click continue to return to main page
10. Repeat steps 3-10, as needed to create another application

The above step 8 is required in order to allow the IRS to post compliant status on the HCE system. The form must be submitted after initial registration with HCE and after each renewal. Failure to do so will result in a non-compliant status.

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New Procedure for State of Hawaii and Internal Revenue Service (IRS) Tax Clearances (continued)

More information is also available in the HCE FAQ posted here:

<https://vendors.ehawaii.gov/hce/splash/faq.html#5>

Any questions regarding the registration process should be directed to the Hawaii Information Consortium staff at (808) 695-4620 or info@ehawaii.gov. Specific questions regarding tax clearances may be directed to the Department of Taxation Electronic Processing Unit at (808) 587-4242 or tax.efile@hawaii.gov, or the Internal Revenue Service Tax Clearance Program at (808) 566-2748.

University of Hawaii Username and Password Now Provide Principal Investigators (PIs) Access to the National Science Foundation's (NSF's) Research.gov Website for FastLane Services

University of Hawaii (UH) principal investigators (PIs) are now able to use their UH credentials (UH Username and password) to sign-in to the National Science Foundation's (NSF's) FastLane services via <http://www.research.gov> if they already have an NSF FastLane account.

UH has been a member of the InCommon Federation for over a year and operates an Identity Provider service (Shibboleth for federated identity access). NSF has joined the InCommon Federation to provide NSF's research and education community easier access to online services using Research.gov. Using technology developed by Internet2 under a NSF-funded grant (Shibboleth), researchers and sponsored programs offices may use their UH Username and password to login to Research.gov. Additionally, Principal Investigators and Co-PIs are now able to access FastLane services through Research.gov.

Please note, if you do not already have an NSF Fastlane account, you will need to go through the ORS Helpline to have one set up. If you already have an NSF Fastlane account, you can link it with your InCommon Federation ID at <http://www.research.gov>.

If you have any questions, please contact the ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

Congratulations to National Council of University Research Administrators (NCURA) New Officer, Georgette Sakumoto

Congratulations to ORS' very own Pre-Award Specialist, Georgette Sakumoto, who has been elected to the position of secretary for the National Council of University Research Administrators (NCURA).

Ms. Sakumoto joined NCURA in 1991, and currently serves on the Nation Board of Directors, following her previous service on the Board in 2002-2004 as the Region VI elected Board member.

Ms. Sakumoto's NCURA involvement includes 1999 National Minority Participation Task Force member, and 1997 National Budget and Finance Committee member. Regional service includes Chair of Region VI from 2006-2007, and Secretary/Treasurer of Region VI from 1996-1998. Her service on regional committees and regional and national program committees is numerous as well, and Ms. Sakumoto is also the recipient of the 2009 NCURA Distinguished Service Award.

ORS Helpline *myGRANT* Frequently Asked Questions

How can I update my narrative document or other attachment, or fix typographical errors in *myGRANT* after the proposal has been submitted for workflow approval?

If the PI discovers a typographical error or needs to update proposal data after the proposal has been submitted through the workflow process, the PI contacts an ORS Pre-Award Specialist for assistance. Please note that budget data cannot be changed after engaging the workflow approval.

After engaging the workflow approval but **prior to submission to ORS for review**, existing attachments originally entered prior to engaging the workflow approval may be updated with newer versions. (No new documents may be added.) Once attachments are updated, PI sends an e-mail to the designated ORS Pre-Award Specialist so they are aware of the changes.

Once a proposal document has been submitted to ORS for review, PI e-mails the designated Pre-Award Specialist for approval to make any attachment updates.

After review, if ORS discovers any “minor” typographical or other errors in editable *myGRANT* fields, ORS contacts the PI for authorization to make the change(s). Upon receiving e-mail authorization from the PI to make the change(s), ORS makes the correction in *myGRANT*.

Who will have access to *myGRANT*?

Currently, only individuals with UH usernames will be able to access *myGRANT*.

Are there any prerequisites for *myGRANT* access?

Besides having a UH username, your UH Profiler information must be completed. At a minimum, your name, address, email, and phone number must be entered. Profiler can be found here:

<http://www.hawaii.edu/profiler/>

We also strongly recommend that you attend one of the *myGRANT* training sessions being held. More information and session availability can be found on our website here:

<http://www.ors.hawaii.edu/index.php/mygrant-training>

Can an approving authority (e.g., department chair, dean, etc.) delegate approval to someone else when they are on travel, out-of-the office or someone is acting in their behalf?

Yes, any approving authority in the workflow process may delegate approval to someone else when they are out of the office or otherwise unavailable. Delegations can be set up by contacting the ORS Helpline at helpline@ors.hawaii.edu.

In addition, ORS has standing signature delegation memos on file, and approving authority delegations will be set up in *myGRANT* for all standing delegations.